

31 January 1975

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TO ALL RECRUITMENT DIVISION PERSONNEL

I regret that my initial greeting has to be in writing to most of the Division personnel. I will try to visit all the field offices within the next sixty days and say hello in person.

As you may know, Don elected to go out on disability retirement on 31 December, and Ed has been holding the fort from that date.

STAT Ed and I will switch chairs formally on 10 February. He will assume his new duties as Deputy Chief/Retirement Division on that date. [redacted] will replace Ed as Deputy Chief/Recruitment Division.

As you can sense, there are some possible changes on the horizon as to where, how, and at what cost we carry out our recruitment program. We should have a reasonably firm picture of any proposed changes by early Spring.

In the meantime, two items I will need, both for travel and budget planning during the next sixty days, are copies of your itineraries (hopefully no later than the Wednesday before the week you're travelling -- the more advanced information we can receive, the better), and reasonably prompt submission of vouchers. As we head toward the last quarter of the fiscal year we will be under considerable pressure to project our costs so we can adjust within categories, if necessary. Generally, we have a good record on filing itineraries and vouchers, but there are some lapses.

STAT I am happy to be back in the Recruitment Division, which is where I began my Personnel career twenty years ago (clerical recruiter [redacted]). I look forward to the renewed association.

[redacted]  
Chief, Recruitment Division

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